



## Human Resources

DATE POSTED: January 12, 2005

REQ. # 05-010

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, FL 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position will remain posted for at least five (5) working days from 01-12-05 TO 01-19-05.

DEPARTMENT/DIVISION
<b>PUBLIC WORKS – CODE COMPLIANCE</b>

POSITION AVAILABLE
<b>LICENSING INVESTIGATOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$12.13 / hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 602**  
**PAY GRADE 13**  
**SALARY: \$12.13 - \$18.49**  
**LICENSING INVESTIGATOR**

**MAJOR FUNCTION:** Technical work of a specialized nature in responding to unlicensed contractors working in the county, performing zoning compliances on new businesses, insuring the issuance of building permits and to insure compliance with County codes and regulations.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Thorough knowledge of County zoning, Code and Compiled Laws, Land Development Code, SBCCI Building Code, and Contractor Licensing, as well as enforcement procedures.

**Abilities:** Ability to read and interpret building and development plans and specifications and legal documents relative to the provisions of the regulations being administered and to identify deviations from the requirements and regulations. Ability to express ideas clearly and concisely orally and in writing to assist in the research and assembly of data required for use of special studies and reports. Ability to meet and work with the general public and explain and enforce regulations firmly, tactfully, and impartially. Ability to read metric maps, aerial photographs, engineering scales and other related graphic aids.

**Essential Job Function:** Participates in the work of supplying zoning and information and issuing occupancy, use permits, and zoning compliances to the public. Checks, approves and enforces zoning applications for building, moving, altering, demolishing, and repairing of existing structures. Assist in finding solutions to complex problems which arise in connection with the building and zoning code. Reviews and Enforces complaints regarding possible violations of the Building, County, Coding and Contractor Licensing Codes. Conducts field investigations to determine the nature and extent of violations. Work with the States Workers Compensation Investigator. Presents cases to the Code Enforcement Board and testifies when necessary. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Constant walking, standing, and use of both hands. Ability to negotiate ladders, rough terrain and various types of construction equipment as may be found on a construction site. Ability to lift and retrieve files (40 lbs) to heights of 7 feet as may be required for storage and retrieval. Good hand/eye coordination and near and far vision, good hearing.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Working outside approximately 50% of time during course of the business day.

**WORK HAZARDS:** May work in areas where exposed to construction equipment, falling objects or natural hazards such as insect or animal bites. May also be exposed to severe weather conditions.

**SAFETY EQUIPMENT USED OR NEEDED:** Occasional use of hard hat may be required.

**EDUCATION:** Minimum of high school diploma. A comparable amount of training or experience may be substituted for the minimum qualifications.

**EXPERIENCE:** Five (5) years experience in business office procedures and practices, experience in investigative field is preferred. Knowledge of construction and SBCCI Building Codes preferred.

**LICENSE, CERTIFICATION OR REGISTRATION:** Valid Florida Operator's License required. Good Driving record. F.A.C.E. Level I Certification required within a year.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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